

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: Area Agency on Aging (AAA) Directors	NO.: PM 02-11 (P)
SUBJECT: Stipend Increase for Foster Grandparent/Senior Companion (FG/SC) Volunteers; FG/SC Client-Related Travel	DATE ISSUED: April 26, 2002
REVISED	EXPIRES: Until Superseded
REFERENCES:	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>FG/SC Program Guidelines</u>	
INQUIRIES SHOULD BE DIRECTED TO: Your assigned FG/SC Program Specialist	

The purpose of this Program Memorandum (PM) is to transmit new Stipend Increase for FG/SC Program Guidelines regarding a stipend increase and to clarify current policy concerning client-related travel.

FG/SC Stipend Increase:

Congress approved a \$0.10 per hour stipend increase for FG/SC volunteers. The increase raises the hourly stipend rate from \$2.55 to \$2.65. The stipend increase begins April 1, 2002; therefore, it will impact the current Fiscal Year (FY) and FY 2002-03. (All State-funded only projects have July 1 renewal dates.) The appropriation also provides a one-time-only, 12-month allocation to support the increase for volunteers of State-funded (non-federal) projects.

Guidelines for securing the one-time-only supplemental increase directly from the Corporation for National and Community Service (CNCS) are listed below:

- 1) All State-funded **only** projects **must** submit a re-budgeting program application to CNCS for the current FY. The 12-month temporary grant began on April 1, 2002 and will extend through March 31, 2003.



- 2) FG/SC projects must use the following computation to determine the amount of federal funds needed to support Volunteer Service Years (VSY) for the period April 1, 2002 through June 30, 2002.

FY 2001-02

April 1, 2002 - June 30, 2002

- Number of non-federal VSYs x \$0.10 hour x 261 hours = \$ _____ federal dollars.

- 3) FG/SC projects must use the following computation to determine the amount of federal funds needed for the remaining nine months of stipend supplement through their renewal application to the CNCS for the period of July 1, 2002 through March 31, 2003.

FY 2002-03

July 1, 2002 - March 31, 2003

- Number of non-federal VSYs x \$2.55 hour x 783 hours = \$ _____ State-funded only dollars.
- Number of non-federal VSYs x \$0.10 hour x 783 hours = \$ _____ federal dollars.

April 1, 2003 - June 30, 2003

- Number of non-federal VSYs x \$2.65 hour x 261 hours = \$ _____ State-funded only dollars.

Projects are to include the above computations in the stipend section of the budget narrative included in the CNCS grant application. All funds will flow from CNCS directly to the FC/SC projects.

The one-time-only supplemental funding for the stipend increase may NOT be used for any other purpose and may NOT extend beyond the 12-month temporary assistance period.

FG/SC Client-Related Travel:

Onsite monitoring by the California Department of Aging FG/SC Program Specialists revealed that some projects are currently reimbursing volunteers for client-related travel. The FG/SC Operations Handbook states that the use of grant funds to support client-related travel is not an allowable cost. References to this policy can be located in the Handbook as follows:

Foster Grandparent

Chapter 9: Cost Reimbursements (Page 77, Section 3(e))

Senior Companion

Chapter 9: Cost Reimbursements (Page 75, Section 2(e))

“Project funds may not be used to reimburse mileage for client-related travel, e.g., shopping, medical appointments, etc.”

Such costs are normally the responsibility of the Volunteer Station. The FG/SC Operations Handbook outlines the Station's roles and responsibilities (Chapter 6) regarding client-related travel, as well as allowable cost reimbursements to be paid by the Station (Chapter 9). Should a project elect to raise funds to support client-related travel costs, those funds should be documented in the excess cash column for volunteer travel. Projects are still required to meet the minimum ten percent non-federal match for a federal FG/SC project. There is **NO** ten percent match requirement for providers that have a State-funded only FG/SC project. CNCS strongly encourages that client-related travel expenses (e.g., medical appointments, shopping, etc.) be borne by the Stations. If the Station agrees to support client-related travel expenses, the reimbursement should be made directly to the volunteer.

While not mandatory, projects should incorporate language into the appropriate section of the Memorandum of Understanding (MOU) between the FG/SC Projects and the Stations. For example, if the Station agrees to cover client-related travel reimbursements, a statement to that effect and the rate of reimbursement should be stated in Section B, of the MOU.

Sample language:

The Volunteer Station will provide transportation reimbursement for up to eight FG/SC volunteers. The FG/SC volunteers will be reimbursed at the rate of \$.34 per mile, not to exceed \$15.00 per month.

For those projects whose MOUs are not due for immediate renewal, an addendum reflecting the statement above should be drafted and executed between the Stations and the FG/SC Projects.

Original Signed by Lynda Terry

Lynda Terry
Director

cc: Gayle Hawkins, Senior Programs Specialist
California State Office, CNCS